



CANTERBURY BUSINESS COLLEGE

CRICOS CODE – 01899K / RTO CODE – 6554

CANTERBURY
BUSINESS COLLEGE

RPL/Credit Transfer APPLICATION FORM

Student name: _____

Qualification interested in: _____

Student ID: _____ (if available)

Email Id: _____

Date: _____

Course: _____

Units of competency		Please list the title of the evidence provided. Attach certified copies of relevant evidence	FOR OFFICE USE	
Unit No:	Unit name		Assessor's comments and recommendations	RPL/CT Granted YES / NO

Please review the attached procedures to understand the RPL/CT process

I, understand and accept CBC's term & conditions for RPL/CT requests

Student's Signature: _____

Date: _____

(While requesting for RPL)

Assessor's Signature: _____

Date: _____

I accept the results of the RPL/CT assessment

Student's Signature: _____ Date: _____

(After RPL/CT results are issued)



Recognition of Prior Learning (RPL) Policy

CBC recognises the prior learning of students based on:

- previous training, (includes overseas qualifications)
- formal study and acquisition of a qualification and statements of attainment from another RTO,
- practical experience in a work environment,
- projects undertaken, and
- Life experiences.

All students are advised of the RPL process during the enrolment process. Education consultants advise international students regarding RPL standards during the application process. International students can request RPL forms by emailing to info@canterburybc.com.au. For onshore / local students, RPL form can be also requested from the MSS / ACC staff members.

All staff (especially trainers and assessors) are to be informed about CBC's obligation to recognise AQF qualifications and statements of attainment issued by other RTO's.

Assessments of RPL evidence provided by the applicant will be made against the evidence requirements outlined in the unit of competency.

Credit Transfer

Credit transfer is the recognition of learning achieved through formal education and training. Under the Standards for NVR Registered Training Organisations, qualifications and statements of attainment issued by any RTO are to be accepted and recognised by all other RTOs. Credit transfer allows the unit of competency previously achieved by a student to be recognised when they are enrolling in a related course where those units can assist them in meeting the requirements for a qualification.

If credit transfer is being sought for a unit of competence which has a different title or code, then it is necessary to establish the equivalence between the unit held and the unit being sought. In many cases this information can be found in mapping guide published in the relevant Training Package (usually volume one or on the Industry Skills Council (ISC) website). CBC admin/assessors staff will obtain this information and validate claims of equivalence.

As a general guide, if there is no such mapping available then CBC is not obliged to recognise the unit through credit transfer..

For further information please refer to “Student RPL & Course Credit Information and Requirements” in the Student Handbook posted on the website www.canterburybc.com.au or email info@canterburybc.com.au